

Vacancy Announcement # DP0-00-040 DAB

DEMONSTRATION PROJECT VACANCY ANNOUNCEMENT

POSITION: Intelligence Research Specialist, PD-132 / Band 2
(Band 2 is equivalent to GS-11/12, salary range \$42,747 to \$68,935 Per Annum with locality for the Washington Metro Area)

LOCATION: Bureau of Alcohol, Tobacco and Firearms
Firearms, Explosives and Arson
Arson and Explosives Division
Arson and Explosives National Repository
Washington, DC

NOTE: This position is covered by a Title 5 exemption authority, a special authority approved for the Department of the Treasury by Congress for a Demonstration Project to provide increased regulatory flexibilities in hiring and compensating employees, including a broad banded system and pay for performance. Under this program, you may be eligible for relocation, recruitment, and /or retention bonuses up to 25% of base pay under each program. You may also be eligible for certification and licensure bonuses up to 2% of base pay, an education supplement up to 10% of base pay, as well as paid sabbaticals and other individual developmental opportunities. For additional information on the Demonstration Project please visit our web site at WWW.ATF.TREAS.GOV.

Security Clearance Required

OPENING DATE: August 8, 2000

CLOSING DATE: September 8, 2000

AREA OF CONSIDERATION: All sources and Veterans who are preference eligible or who have been separated from the Armed Forces under honorable conditions after 3 years or more of continuous active service may apply. Non-status applications will be forwarded to the Delegated Examining Unit or the Demonstration Project Office for rating, ranking and referral. Career or Career-conditional candidates who wish to be rated under both merit promotion and competitive procedures must submit two complete applications. If only one application is received it will be considered under merit promotion.

MAJOR DUTIES: Analyzes and advises management on the Division's intelligence functions, activities and needs, trends, developments and procedures. Serves as Bureau representative and liaison with counterparts and personnel in Federal, state, local and foreign intelligence and law enforcement agencies and communities. Analyzes major complex, conspiratorial-type investigations and provides complete reports sufficient to be used in prosecution. Provides intelligence information for special agents. Plans and develops intelligence collection programs and procedures regarding computerized intelligence databases, and recommends modifications to existing systems. Provides analyses and recommendations used by management to develop enforcement strategies and to utilize resources effectively.

QUALIFICATION REQUIREMENTS: Applicants must meet all qualifications, including band requirements, **within 30 days of the closing date of this announcement.** Applicants must have one year of specialized experience equivalent to the **next lower grade in the Federal service.**

Specialized Experience: Experience that demonstrates ability to analyze and advise management on the intelligence functions, activities and needs, trends, developments and procedures; Plans and develops intelligence collection programs and analyze major complex, conspiratorial-type investigations and provide complete reports sufficient to be used in prosecution.

EVALUATION METHODS: Status applicants will be evaluated and given points on relevant experience; formal college level education; training and self-development within the past five years; and, the Supplemental Experience Statement. Non-status applicants will be evaluated on relevant experience and the Supplemental Experience Statement. The following factors in the Supplemental Experience Statement will be used as the basis for determining the best-qualified applicants.

SUPPLEMENTAL EXPERIENCE STATEMENT

On separate sheets of paper, describe your work experience, training and/or awards, volunteer experience or hobbies as they relate to each of the items listed below. Provide detailed evidence of each of the factors and show how and when they were used. Include clear, concise examples that show level of accomplishments and degree of responsibility. Include where and when you acquired the knowledge and abilities.

1. Knowledge of investigative procedures and intelligence gathering analysis to obtain and validate information, analyze usefulness of material and prepare reports to be used in prosecution.
2. Knowledge of intelligence related databases to review existing or proposed systems and procedures, to develop recommendations for changes and implementation, and to perform data searches and analyses.
3. Knowledge of legal requirements (e.g., format, style, terminology, timeliness, clearances) for criminal investigations and prosecutions to prepare and present findings, analyses and recommendations in written format.

CONDITIONS OF EMPLOYMENT

The following statements are applicable if checked:

- ☐ A pre-employment physical is required.
- ☐ A pre-employment drug test is required.
- ☒ A pre-employment background investigation is required.
- ☒ Incumbent must be a U.S. citizen.
- ☒ Male applicants born after December 31, 1959, must be registered with the Selective Service System.
- ☒ Non-ATF applicants will not be reimbursed for travel and relocation expenses.

GENERAL INFORMATION

1. Applications will not be returned to applicants.
2. **Applications must be POSTMARKED by the closing date of this announcement.**

HOW TO APPLY:

- A. Candidates may submit a resume; SF-171, Application for Federal Employment; or OF-612, Optional Application for Federal Employment. The OF-612 may be obtained by contacting us at the address and telephone number below, or by dialing into the Office of Personnel Management's electronic bulletin board system at 912-757-3100, through Internet, (Telnet connections only at **WWW.USAJOB.OPM.GOV**). The SF-171 is no longer available for distribution.

Your application must contain the following information:

1. Title series, band and vacancy announcement of the vacancy for which you wish to be considered.
2. Full name, social security number and mailing address.
3. Daytime and evening telephone numbers.
4. For experience most relevant to this position, include name of employer, dates of employment, job title, grade (if applicable), start and end dates and a description of duties and responsibilities.
5. Average hours worked for each position if other than 40 hours per week.
6. Name, location and date of high school and college attended.
7. Type of degree, if any, date received, major/minor field of study. Relevant training: course titles, dates, and number of hours and institutions.
8. Description and year of awards, honors, and special qualifications such as language, computer skills, typing speed.
9. Clear identification of U.S. citizenship.

B. Additional information/completed forms should be submitted, if checked:

- ☒ Written response to the Supplemental Experience Statement.
- ☒ DD-214, if claiming 5 point preference. (For proof of Veteran's Preference)
- ☒ Both DD 214 and SF-15, if claiming 10 point preference. (For proof of Veteran's Preference)
- ☒ College transcripts of lists of college courses. **(If substituting education for experience)**
- ☒ Race /National Origin Identification **(SF-181 from forms under www.opm.gov)**. Information submitted will be used for statistical reports only.
- ☒ Performance appraisal, dated within the last year.
- ☒ Current/former Federal employees **(SF-50 reflecting competitive status)**.
- ☒ Applicants with disability or veterans eligible for non-competitive appointment; provide appropriate documentation.
- ☐ Current Notice of Results.
- ☒ Competitive examining authority has been delegated to ATF by the U.S. Office of Personnel Management.
- ☒ Self-initiated training and self-development taken within past five years (courses, training sessions or seminars that are three or more days in length.) Provide month/year of class, title and length of class.

NOTE: DEPARTMENT OF TREASURY SURPLUS OR DISPLACED EMPLOYEES REQUESTING SPECIAL SELECTION PRIORITY CONSIDERATION: If you are currently a career or career-conditional Treasury employee who has received a Reduction in Force (RIF) separation notice or a Certificate of Expected Separation (CES) you may be entitled to special priority selection under Treasury's Career Transition Assistance Program (T-CTAP). You **must**:

1. Still be employed by the Treasury Department, and the date of the notice has not expired.
2. Submit a copy of the RIF or CES separation notice along with your application.
3. Apply for a position that is at or below the grade level of the position from which you are being separated. The position must not have greater promotion potential than the position from which you are being separated.
4. Submit a current (or last) performance rating of record of at least fully successful or equivalent.
5. Currently be employed by Treasury in the same commuting area as the position for which you are requesting priority consideration.

6. File your application by the vacancy announcement closing date and meet all application criteria (e.g., submit all required documentation.)
7. Be rated well qualified for the position. To be well qualified, you must meet the mid-level range of the crediting plan for all factors.

DISPLACED EMPLOYEES REQUESTING SPECIAL SELECTION PRIORITY CONSIDERATION UNDER THE INTERAGENCY CAREER TRANSITION ASSISTANCE PROGRAM (I-CTAP). If you are a displaced Federal employee you may be entitled to receive special priority selection under the Interagency Career Transition Assistance Program (I-CTAP). To receive this priority consideration you must:

1. Be a displaced Federal employee. You must submit a copy of the appropriate documentation such as a RIF separation notice, Standard Form 50, Notification of Personnel Action (SF-50), stating you were separated by RIF, a letter from OPM or your agency documenting your priority consideration status with your application package. The following categories of candidates are considered displaced employees:

A. Current or former career or career-conditional (tenure group I or II) competitive service employees who:

- 1) Received a specific RIF separation notice (You must submit a copy of your SF-50 stating you were separated by RIF.); or
- 2) Separated because of compensable injury, whose compensation has been terminated, and whose former agency certifies that it is unable to place you. (You must submit a copy of a letter from your former agency certifying that it could not find employment for you in the agency within 1 year after being on workers' compensation.); or
- 3) Retired with a disability and whose disability annuity has been or is being terminated (You must submit: a copy of the OPM letter stating that your disability annuity is being terminated because you have been certified as fully recovered or your earnings have reached or exceeded the amount requiring cancellation of your annuity **AND** a copy of a doctor's statement certifying that you are fully recovered and ready to return to work.); or
- 4) Upon receipt of a RIF separation notice, retired on the effective date of the RIF. You must submit a copy of your SF-50 that indicates "Retirement in lieu of RIF"; or
- 5) Retired under the discontinued service retirement option (Submit a copy of your SF-50 that indicates "Retirement in lieu of RIF"); or
- 6) Were separated because they declined a transfer of function or directed reassignment to another commuting area. (You must submit a copy of your SF-50 indicating that you were separated because you declined a transfer of function or directed reassignment to another commuting area); **OR**

B. Be a former Military Reserve or National Guard Technician who is receiving a special Office

Personnel Management (OPM) disability retirement annuity under section 8337 (h) or 8456 of title 5 United States Code. (You must submit a copy of your eligibility letter from the National Guard or Military Reserve.)

- 1) Be applying for a position at or below the grade level of the position from which you have been separated. The position must not have a greater promotion potential than the position from which you were separated.
- 2) Have a current (or last) performance rating of record of at least fully successful or equivalent. This must be submitted with your application package. (This requirement does not apply to candidates who are eligible due to compensable injury or disability retirement.)
- 3) Occupy or have been displaced from position in same local commuting area of position for which you are requesting priority consideration.
- 4) File your application by the vacancy announcement closing date and meet all application criteria (e.g., submit all required documentation)
- 5) Be rated well qualified for the position (to be well qualified, you must meet the mid-level range of

6) the crediting plan for all factors).

NOTE:

This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting reasonable accommodation will be on a case-by-case basis.

SEND COMPLETED APPLICATION TO:

Bureau of Alcohol, Tobacco and Firearms
Personnel Division, Room 4350
Attention: Deborah Bush
650 Massachusetts Avenue, NW
Washington, DC 20226
(202) 927-8630

Telecommunications Device for the Deaf (TDD): (202) 927-7941

TO FIND OUT ABOUT OTHER JOB OPPORTUNITIES IN THE BUREAU OF ALCOHOL,
TOBACCO AND FIREARMS, CALL (202) 927-8423.

AN EQUAL OPPORTUNITY EMPLOYER

**ALL APPLICANTS WILL RECEIVE CONSIDERATION REGARDLESS OF RACE, COLOR, SEX, AGE,
NATIONAL ORIGIN, DISABILITY, POLITICAL AFFILIATION, MARITAL STATUS, SEXUAL
ORIENTATION, RELIGION, OR ANY OTHER NONMERIT REASON.**